## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15 CLOSING DATE: 03/26/15 (4:30 PM)

\_\_\_\_\_

SCDC INTERNAL TITLE: TECH PRGM COORD SCDC POSITION #: 020520

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: PALMETTO UNIFIED SCHOOL DISTRICT #1, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR II STATE JOB CLASS: AH40

BAND: 06 SALARY RANGE \$ 038703 - \$ 071608 SPECIAL INCENTIVE: NO

LEVEL: A SALARY RANGE \$ 038703 - \$ 061294 SCEIS POSITION #: 61022892

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

## AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE, A+ CERTIFICATION AND TWO (2) YEARS OF INFORMATION TECHNOLOGY EXPERIENCE; OR AN ASSOCIATE'S DEGREE AND FOUR (4) YEARS OF RELEVANT EXPERIENCE; OR A HIGH SCHOOL DIPLOMA/GED AND SIX (6) YEARS OF RELEVANT EXPERIENCE.

## DESCRIPTION OF DUTIES:

UNDER THE DIRECTION OF THE SUPERINTENDENT/DESIGNEE

MANAGES PUSD-S EDUCATIONAL TECHNOLOGY (HARDWARE AND SOFTWARE),

TO INCLUDE, BUT NOT LIMITED TO STATE DEPARTMENT OF EDUCATION DATABASES
(POWERSCHOOL, LACES ETC-) AND STAYS CURRENT REGARDING SDE DATABASE
INFORMATION. ENSURES COMPLIANCE OF ALL FEDERAL TITLE I INFORMATION
TECHNOLOGY REQUIREMENTS. MAINTAINS THE DISTRICT'S TITLE I EQUIPMENT
INVENTORY AND INSTALLS AND PROVIDES MAINTENANCE /UPGRADES FOR TITLE I
COMPUTERS AND EQUIPMENT. FACILITATES INFORMATION TECHNOLOGY TRAINING
FOR ALL EDUCATIONAL STAFF AS REQUIRED BY PUSD, TO INCLUDE TITLE I
SOFTWARE TRAINING. SERVES AS THE LIAISON FOR PUSD WITH RIM/
SCDC FOR ALL DISTRICT IT REQUIREMENTS. ASSISTS IN THE DEVELOPMENT AND
IMPLEMENTATION OF PUSD'S TECHNOLOGY PLAN AS PRESCRIBED BY THE DISTRICT

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE PROCEDURE ACT.